

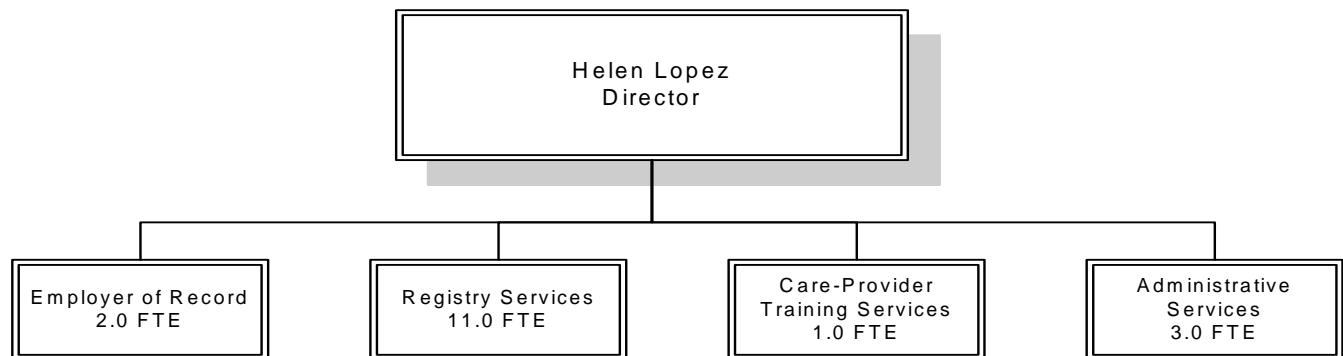
## IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

### Helen Lopez

#### MISSION STATEMENT

The mission of the San Bernardino County In-Home Supportive Services (IHSS) Public Authority is to improve the availability and quality of IHSS and to eliminate barriers to providing assistance and choice for the aged and person with disabilities who need support services to live independently and with dignity in the community.

#### ORGANIZATIONAL CHART



#### DESCRIPTION OF MAJOR SERVICES

The In-Home Supportive Services (IHSS) Program was created in 1973 to serve elderly, blind, or disabled individuals who are not able to remain in their home without assistance. Section 12302.25 of the Welfare and Institutions Code mandates that each county, on or before January 1, 2003, must act as, or establish an employer of record for the IHSS providers for collective bargaining purposes. The IHSS Public Authority was established to comply with this mandate.

In addition to its role in collective bargaining, the IHSS PA is charged by the Legislature with providing the following mandated services:

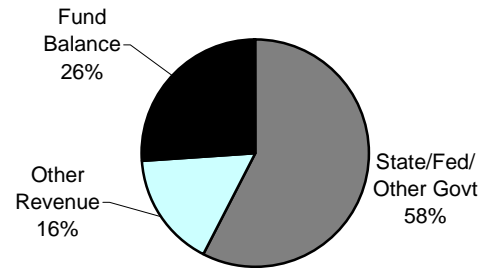
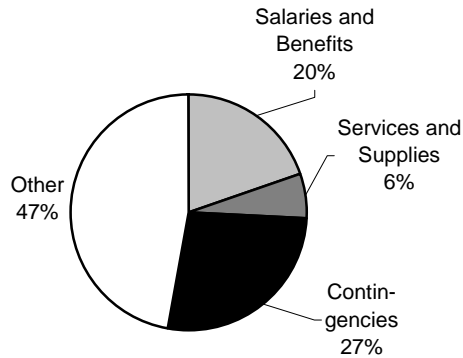
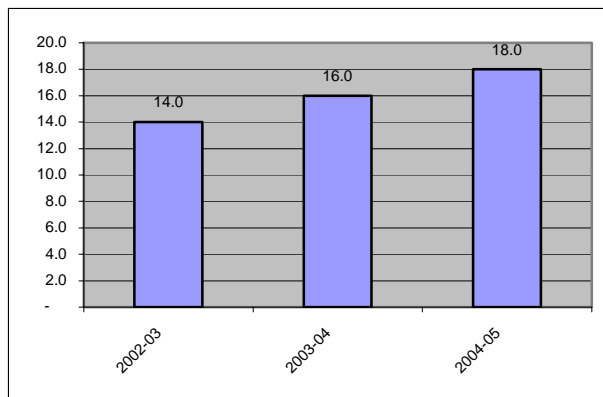
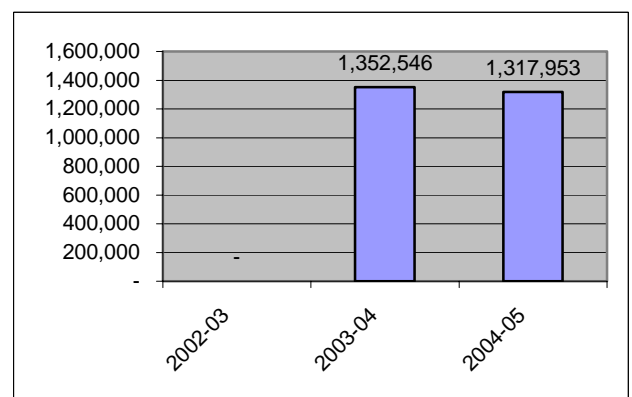
- Establish a registry of potential care providers
- Investigate the background and qualifications of potential care providers
- Refer potential care providers from the registry to IHSS consumers upon request
- Provide training for both IHSS care providers and consumers
- Perform other functions related to the delivery of IHSS as designated by the governing board

#### BUDGET AND WORKLOAD HISTORY

|                         | Actual<br>2002-03 | Budget<br>2003-04 | Actual<br>2003-04 | Final<br>2004-05 |
|-------------------------|-------------------|-------------------|-------------------|------------------|
| Total Appropriation     | 794,516           | 8,091,439         | 878,910           | 5,055,697        |
| Total Financing Sources | 856,272           | 6,738,893         | 844,316           | 3,737,744        |
| Fund Balance            |                   | 1,352,546         |                   | 1,317,953        |
| Budgeted Staffing       |                   | 16.0              |                   | 18.0             |

Pursuant to Section 29009 of the California Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.



**2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY      2004-05 BREAKDOWN BY FINANCING SOURCE**

**2004-05 STAFFING TREND CHART**

**2004-05 FUND BALANCE TREND CHART**


**GROUP: Other Agencies**  
**DEPARTMENT: IHSS Public Authority**  
**FUND: IHSS Public Authority**

**BUDGET UNIT: RHH 498**  
**FUNCTION: IHSS**  
**ACTIVITY: Public Authority**

|                                | 2003-04<br>Actuals | 2003-04<br>Approved Budget | 2004-05<br>Board Approved<br>Base Budget | 2004-05<br>Board Approved<br>Changes to<br>Base Budget | 2004-05<br>Final Budget |
|--------------------------------|--------------------|----------------------------|--|--|-------------------------|
| <b>Appropriation</b>           |                    |                            |  |  |                         |
| Salaries and Benefits          | 611,363            | 790,915                    | 906,896                                  | 91,304   | 998,200                 |
| Services and Supplies          | 239,124            | 1,230,376                  | 1,230,376                                | (922,576)  | 307,800                 |
| Central Computer               | 6,002              | -                          | -  | 10,000   | 10,000                  |
| Other Charges                  | -                  | 4,545,455                  | 4,545,455                                | (2,280,048)  | 2,265,407               |
| Equipment                      | -                  | 11,000                     | 11,000                                   | (11,000)   | -                       |
| Vehicles                       | -                  | 17,860                     | 17,860                                   | (17,860)   | -                       |
| Transfers                      | 22,421             | 143,287                    | 143,287                                  | (21,543)   | 121,744                 |
| Contingencies                  | -                  | 1,352,546                  | 1,352,546                                | -  | 1,352,546               |
| <b>Total Appropriation</b>     | <b>878,910</b>     | <b>8,091,439</b>           | <b>8,207,420</b>                         | <b>(3,151,723)</b>                                     | <b>5,055,697</b>        |
| <b>Departmental Revenue</b>    |                    |                            |  |  |                         |
| Use of Money and Prop          | 20,795             | -                          | -  | -  | -                       |
| State, Fed or Gov't Aid        | 638,532            | 5,256,337                  | 5,346,802                                | (2,439,003)  | 2,907,799               |
| Other Revenue                  | 80                 | -                          | -  | -  | -                       |
| <b>Total Revenue</b>           | <b>659,407</b>     | <b>5,256,337</b>           | <b>5,346,802</b>                         | <b>(2,439,003)</b>                                     | <b>2,907,799</b>        |
| Operating Transfers In         | 184,909            | 1,482,556                  | 1,508,072                                | (678,127)  | 829,945                 |
| <b>Total Financing Sources</b> | <b>844,316</b>     | <b>6,738,893</b>           | <b>6,854,874</b>                         | <b>(3,117,130)</b>                                     | <b>3,737,744</b>        |
| Fund Balance                   |                    | 1,352,546                  | 1,352,546                                | (34,593)   | 1,317,953               |
| Budgeted Staffing              |                    | 16.0                       | 16.0                                     | 2.0  | 18.0                    |



### **2003-04 Budget to Actual Narrative**

Salaries and benefits were lower than budget by \$179,552 due to delays in filling 5.0 budgeted positions. This savings is offset by the addition of an Accounting Technician in May 2004.

Services and supplies were lower than budget by \$991,252. This is due to a slower start-up than anticipated; as a result, numerous budgeted expenditures did not occur. The major portion of cost savings is attributed to space rental, emergency respite services, legal counsel, postage, and client/provider training.

Central computer expenditures exceeded budget by \$6,002 because computer charges were budgeted in services and supplies in error. An appropriation transfer was submitted and processed moving excess appropriation from Services and Supplies to Central Computer.

Other charges were under budget by \$4,545,455 due to delays in the implementation of the medical benefits for service providers in the In-Home Supportive Services program. Implementation is now planned for 2004-05.

Items in fixed assets were budgeted in error. The Public Authority did not purchase any fixed assets in 2003-04.

Transfers were lower than budget by \$120,866 due to lower costs in Human Resources Labor Relations and Human Services System administrative support, offset by increases in support costs from the Information, Technology and Support Division.

Revenue was significantly lower than adopted budget due to the under-expenditures mentioned above and delays in implementing medical benefits for IHSS providers.

### **Staffing and Program Changes for 2004-05**

Salary and benefit costs will increase \$207,285. This increase is a combination of additional staff and salary step, retirement, and worker's compensation cost increases. Staffing has been increased by a net of 2.0 budgeted positions in 2004-05. Changes consist of the following:

- ◆ Added 1.0 Training Coordinator contract position to coordinate training for the IHSS service providers. (Equivalent to Staff Analyst-range 56)
- ◆ Added 1.0 Registry Manager contract position to manage the registry for service providers. (Equivalent to Staff Analyst II-range 56)
- ◆ Added 1.0 Registry Specialist contract position to assist with the increasing workload in data entry and maintenance of the registry. (Equivalent to IHSS-Assistant-range 34)
- ◆ Added 1.0 Health Benefits Clerk I contract position to assist with the increased workload required to provide health benefits to service providers (Equivalent to Clerk II-range 25)
- ◆ Added 1.0 Health Benefits Clerk II contract position to assist with the increased workload required to provide health benefits to service providers (Equivalent to Clerk III-range 30)
- ◆ Deleted 3.0 vacant budgeted positions due to inaccurate classifications to accomplish goals of the PA. (Administrative Supervisor I, Administrative Clerk I, Program Analyst)
- ◆ A vacant budgeted position classification was lowered from Accountant to Accounting Technician, resulting in a net annual savings of approximately \$6,431. The position will be filled prior to the beginning of 2004-05. The Accounting Technician will be responsible for maintaining the financial records for the PA.

Services and supplies costs will decrease \$922,576 due to the following:

- ◆ The Emergency Respite Service program was not implemented as anticipated in the 2003-04 budget. Services were to assist IHSS clients whose IHSS care-provider becomes suddenly unavailable. It was determined this type of service is outside the capacity of the PA.
- ◆ Over-estimation of use of county services such as County Counsel, Risk Management and Purchasing.
- ◆ Decrease in background checks costs due to completion of implementation stage.
- ◆ Decrease in training costs, advertising, membership, printing, mail services, postage, staff travel, special conference event, space rental, and miscellaneous expense. These expenditures were over-estimated in the 2003-04 budget as start-up costs.
- ◆ Decrease in inventoriable equipment costs due to completion of the implementation stage.



Other charges will decrease \$2,300,000. Medical benefits will be provided to a limited number of eligible IHSS service providers in 2004-05. The local share amount is reduced from \$1.0 million to \$500,000. Total appropriations and revenue budgeted for health care benefits in 2004-05 are \$2,300,000. Federal and state reimbursement will cover approximately \$1,800,000 of total expenditures for health care benefits. The remaining \$500,000 is local share. The local share will be funded with Social Services Realignment.

DEPARTMENT: IHSS Public Authority  
FUND: IHSS Public Authority  
BUDGET UNIT: RHH 498

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

|  | Budgeted<br>Staffing | Appropriation      | Departmental<br>Revenue | Fund Balance     |
|--|----------------------|--------------------|-------------------------|------------------|
| <b>2003-04 FINAL BUDGET</b>                      | <b>16.0</b>          | <b>8,091,439</b>   | <b>6,738,893</b>        | <b>1,352,546</b> |
| <b>Cost to Maintain Current Program Services</b> |                      |                    |                         |                  |
| Salaries and Benefits Adjustments                | -                    | 115,981            | 115,981                 | -                |
| Internal Service Fund Adjustments                | -                    | -                  | -                       | -                |
| Prop 172   | -                    | -                  | -                       | -                |
| Other Required Adjustments                       | -                    | -                  | -                       | -                |
| <b>Subtotal</b>                                  | <b>-</b>             | <b>115,981</b>     | <b>115,981</b>          | <b>-</b>         |
| <b>Board Approved Adjustments During 2003-04</b> |                      |                    |                         |                  |
| 30% Spend Down Plan                              | -                    | -                  | -                       | -                |
| Mid-Year Board Items                             | -                    | -                  | -                       | -                |
| <b>Subtotal</b>                                  | <b>-</b>             | <b>-</b>           | <b>-</b>                | <b>-</b>         |
| <b>Impacts Due to State Budget Cuts</b>          | <b>-</b>             | <b>-</b>           | <b>-</b>                | <b>-</b>         |
| <b>TOTAL BOARD APPROVED BASE BUDGET</b>          | <b>16.0</b>          | <b>8,207,420</b>   | <b>6,854,874</b>        | <b>1,352,546</b> |
| <b>Board Approved Changes to Base Budget</b>     | <b>2.0</b>           | <b>(3,151,723)</b> | <b>(3,117,130)</b>      | <b>(34,593)</b>  |
| <b>TOTAL 2004-05 FINAL BUDGET</b>                | <b>18.0</b>          | <b>5,055,697</b>   | <b>3,737,744</b>        | <b>1,317,953</b> |

DEPARTMENT: IHSS Public Authority  
FUND: IHSS Public Authority  
BUDGET UNIT: RHH 498

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

|  | Budgeted<br>Staffing | Appropriation      | Departmental<br>Revenue | Fund Balance    |
|--|----------------------|--------------------|-------------------------|-----------------|
| <b>Brief Description of Board Approved Changes</b>   |                      |                    |                         |                 |
| 1 Increase in Salaries and Benefits<br>- Added 1 Training Coordinator, 1 Registry Manager, 1 Registry Specialist, 2 Health Benefits Clerks<br>- Deleted 1 Admin Supv I, 1 Admin Clerk I, 1 Program Analyst   | 2.0                  | 91,304             | 91,304                  | -               |
| 2 Delete Emergency Respite Services<br>IHSS Public Authority terminated its plan to provide Emergency Respite Services.  | -                    | (194,400)          | (194,400)               | -               |
| 3 Reduce Services and Supplies<br>Reduction due to over-estimation of expenditures and start-up costs. Over-estimated costs for County Counsel, Risk Management, Purchasing, training, advertising, membership, printing, mail services, postage, staff travel, special conference event, and space rental. Decrease in background check costs and inventoriable equipment due to completion of startup. | -                    | (768,579)          | (768,579)               | -               |
| 4 Reduce IHSS Provider Medical Benefits<br>Medical benefits to be provided to limited number of eligible IHSS providers. Local share reduced from \$1 million to \$500,000. Local share (22%) will be funded with Social Services Sales Tax (Realignment).   | -                    | (2,245,455)        | (2,245,455)             | -               |
| <b>** Final Budget Adjustment - Fund Balance</b><br><b>Amount decreased due to lower than anticipated fund balance.</b>  | <b>-</b>             | <b>(34,593)</b>    | <b>-</b>                | <b>(34,593)</b> |
| <b>Total</b>   | <b>2.0</b>           | <b>(3,151,723)</b> | <b>(3,117,130)</b>      | <b>(34,593)</b> |

\*\* Final Budget Adjustments were approved by the Board after the proposed budget was submitted.

